

**Water/Wastewater Commissioners’
Meeting Minutes
September 25, 2012**

Present: Robert E. Courage, Chairman
Dale A. White, Vice-Chairman
Michael E. Putnam, Member
David Boucher, Superintendent
Evelyn Gendron

Call to Order:

Chairman Courage called the meeting to order at 6:02 p.m.

Decisions:

Approval of Final Minutes –Vice-Chairman White made the motion to approve the minutes of the commissioners’ meeting held September 11, 2012 as amended. Commissioner Putnam seconded the motion. All voted in favor.

Water and Sewer Abatement Request – 175 Ridgefield Drive – The letter received from the Townsend family was reviewed, which reported the water meter appeared to be slowly adding usage when there was no water being used, and that leaks from pipes, faucets and the toilet had been ruled out. Superintendent Boucher explained that the Townsends had installed a check valve to correct the water meter inaccuracy. He said that pressure changes in the water system causes water meters to click forward, and that numbers continue to ascend, not descend. Commissioner Putnam asked why a meter horn hadn’t been suggested. Mrs. Hardwick, Water Utilities Billing Clerk, explained that a check valve is cheaper than purchasing a meter horn and hiring a plumber. Vice-Chairman White asked questioned whether other properties in this vicinity have experienced the same issue, as it seems to him that there have been higher rate of abatement requests received from this section of Milford. Superintendent Boucher said those abatement requests may have been for irrigation/lawn care purposes, as he didn’t recall an abatement request for this type of water meter issue having been received previously. Commissioner Putnam questioned why the water meter wouldn’t turn backward if the water flowed backward and asked about the operational details of the newer, automatic meters being installed. Mr. Boucher said that the meter service technician confirmed that water pressure flow from the street, water coming in and out, was being added, not reduced, to the meter no matter which way the pressure was going, in versus out. Commissioner Putnam asked if the meter service technician had tested the meter with water flowing backward. Chairman Courage said that the only situation that would cause the meter to operate backwards is if the meter had been installed backwards, and said that he is confident that there are water meter customers without #7 check valves on their water meters, particularly the older meters. Mr. Boucher said that it is a new meter at the Townsend’s home. Vice-Chairman White asked if the problem has not continued since the #7 check valve has been installed. Neither Mrs. Hardwick nor Mr. Boucher had heard of additional water meter issues after the check valve installation. Chairman Courage made the motion to approve the Townsend’s water and sewer abatement request in the amount of \$92.62. Commissioner Putnam seconded the motion. All voted in favor.

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Lawn Care Abatement Policy – The Commissioners reviewed the September 13th email from Mrs. Hardwick reporting that a Chestnut Street water customer was displeased with the amount of his quarterly bill, which had been higher than usual due to increased water use for his garden, and that the customer understood the increase reflected an increase in the sewer use portion billed, and that he was further displeased with the policy to grant a one-time lawn care abatement, as replacing lawns may become necessary every 5 to 10 years, and that he refused to install a second water meter for irrigation purposes. Mr. Boucher said he had contacted this customer on September 17th but to date had not received a return telephone call. Upon discussion that the water usage is billed at 80% and is less per cubic foot of usage than other local communities, Chairman Courage made the motion to keep the current policy as is regarding one-time abatement request approvals for lawn maintenance. Vice-Chairman White seconded the motion. All voted in favor.

Discussion/Information Items:

Curtis Well - Scope of Work and Schedule – Superintendent Boucher distributed the September 24, 2012 memo received from Mr. Chris Berg, Wright-Pierce, which explained the division of electrical and instrumentation improvements planned for Curtis Well and the implementation dates. Superintendent Boucher said that the bid documents will be available for review prior to distribution to the sub-contractors and the work will be scheduled to not conflict with the collection system and hydrant flushing.

Septage Receiving Facility – Project Update – Chairman Courage signed Pay Requisition #9 and #10. The Finance Department will issue two-party checks for disbursement by Superintendent Boucher. He distributed an accounting of the project expenditures/milestones accomplished to date for the new facility, the bio-filter, walkways and landscaping. The punch list includes the gas level alarm beacon lights, painting, fence installation and painting, and the NHDES on-site operational inspection. Mr. Boucher said the Water Utilities Department will provide the hose by which the haulers will connect to the new facility versus each hauler being required to provide and transport their own and a letter will be sent to the haulers explaining the new septage dumping and billing card use/procedures. Commissioner Putnam asked if septage will again be accepted from area towns once the new facility is on-line. Mr. Boucher said he would like to delay expanding septage acceptance until it is known that the operational transition to the new facility goes smoothly without exceeding the established NPDES permit limitations for copper. He expects the transition to go well, yet he wants to monitor lab analysis results on a smaller scale prior to expansion. Mr. Boucher added that the NHDES encourages wastewater facilities to accept septage from multiple communities.

Homeland Security Grant Project Funding – Chairman Courage said that Mr. Ronald Peimer, U.S. Homeland Security Protective Advisor based in Manchester, will arrive tomorrow at 11:00 a.m. to tour the wastewater facility and discuss federal grant funds available for water and wastewater homeland security projects. Mr. Peimer was referred to Milford by Senator Kelly Ayotte. Vice-Chairman White and Commissioner Putnam were invited to attend discussions if their schedules allow tomorrow morning.

Holland Tank – Project Update – Superintendent Boucher said in-house personnel followed employee safety protocol while bleaching the tank roof areas as were recommended and the first coat of paint has been applied.

Activities Report – Reviewed by Commissioners.

Miscellaneous Water Utilities Department Project Updates – Superintendent Boucher apprised the commissioners of legal and dump truck costs, budgeted versus actual. Superintendent Boucher and Chairman Courage will work together in the coming months to prepare dump truck bid details. Referring to a map of the water system, Mr. Boucher explained the recent bacteria violation encountered at Scarborough Lane, at a low flow area and dead end section of the water system. The site was retested immediately within 24 hours upstream and downstream and no E.coli bacteria was detected. He said that the Town applied for and was granted a change of sampling site, although approval for the new site, which will be at the Meadowbrook loop system, was received after this coliform violation occurred and was reported to the NH DES. On Thursday this week a blow-off will be installed at the original Scarborough Lane sampling site. The Milford Health Officer has been notified. Three NPC well site pump test results have been received and compared with 2010 results. Manganese results were a bit higher than 2010 while other parameters, such as iron, sodium, and chloride decreased. Mr. Gary Smith of Wright-Pierce will be invited to explain test results in more detail. The ISO flow tests are complete and the auditors are pleased with Milford's level of preparation prior to the ISO study and the flow test results. Mr. Boucher said that he met with SMR Design and Mr. Bill McKinney, Milford Building Inspector, and the transformer may require replacement to avoid the possibility of overheating. The fire alarm panel may require relocation to meet the safety code for two egresses and to prevent people from going behind the panel. Wires need to be traced and any wires deemed to be unnecessary will be removed. Mr. Boucher expects to receive bid documents prior to the next commissioners' meeting.

Non--Public Session (RSA 91A:3 II (d) Land). Commissioner Putnam moved to enter into Non-public session at 7:25 p.m. in accordance with RSA 91:A3 II (d). Vice-Chairman White seconded the motion; all voted in favor. Upon exiting the non-public session at 7:50 p.m., Chairman Courage announced that no decisions were made during the non-public session.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, October 9, 2012 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Commissioner Putnam made the motion to adjourn the meeting at 7:51 p.m. Chairman Courage seconded the motion. All voted in favor.

Robert E. Courage, Chairman

Date

Dale A. White, Vice-Chairman

Date

Michael E. Putnam, Commissioner

Date